

# South Portland High School Policy Violation Process

**Day 1**

Step 1: Meeting  
The Assistant Principal holds an initial meeting with the student.

Step 2: Wellness Check  
The School Nurse will check the wellness of the student before sending them home.

Step 3: Police Involvement  
If there are substances or paraphernalia, the School Resource Officer will take item(s).

Step 4: Parent Notification  
Parent or guardian will be called to pick up the student.

**Day 2**

Step 1: Assessment  
Social worker will conduct a behavioral health assessment with the student.

Step 2: In-School Suspension  
The student goes to in-school suspension for at least 1 day.

Step 3: Response Plan Meeting  
Student, parents, Social Worker, and Assistant Principal will meet and make a plan for the student to be held accountable for their actions, repair harm, and be supported to return to school.

**Days 3-8**

Step 1: Response Plan Completed  
Student completes all parts of the response plan.

**Within 2 Weeks**

Step 1: Restorative Re-entry Meeting  
Student, parents, Social Worker, Assistant Principal, and Restorative Coordinator meet to talk about the completed response plan, repair harm, and support student to not repeat the behavior.

Adapted from Policy JICH:

<https://www.spsd.org/board/policy-book>

Flowchart Updated November 1, 2022

